

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 10-07**

**OPEN TO:** All interested candidates  
**POSITION:** WAREHOUSEMAN  
**OPENING DATE:** September 20, 2010  
**CLOSING DATE:** October 4, 2010  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Ordinarily Resident: Position Grade: LES-2  
(LES-2/step1 HRK 122,654 annual gross salary)  
\*EFM/MOH/NOR: Position Grade: FP-CC to be confirmed  
by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy Zagreb is seeking an individual for the position of Warehouseman in the GSO Section.

## **BASIC FUNCTION OF POSITION**

Performs daily manual labor and supply duties at the Embassy warehouse, Chancery and residences. Moves government furniture, furnishings, equipment and supplies between warehouse and offices or residences. Unloads and assists receiving officer inspect incoming furniture and supplies. Retrieves furniture and supplies from warehouse to fill work orders. Delivers such items to requesting office. Removes garbage from Embassy as required. Provides assistance to maintenance staff as required by supervisor. Acts as escorts for outside contractor as required by supervisor. Assists with annual inventories of government properties. Drives Embassy vehicles to perform assigned duties. Backs up Warehouseman/Truck Driver Position

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of elementary school is required.
2. Must have six months of warehouseman experience.
3. Level II English and level IV Croatian (fluent) is required.
4. Must know correct lifting methods and must be able to perform heavy lifting.
5. Must have a valid driver's license (cat B and C) and be able to operate a forklift.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. **Universal Application for Employment** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet and intranet site; **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth

- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**E-mail APPLICATION TO** zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

**CLOSING DATE FOR THIS POSITION: October 4, 2010**

An Equal Opportunity Employer

The US Mission in Croatia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.